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**City Council Work Session Minutes
B&C Annual Recruitment Interview Process**

**Monday, September 27, 2021
5:30 p.m., Conference Room**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented October 25, 2021.***

1. ROLL CALL:

Mayor Truax called the work session to order at 5:35 p.m. via Zoom Webinar Video Conference.

The Council conducted the work session in a “hybrid” format allowing the public to attend virtually via **Zoom Webinar** and in-person in the Community Auditorium. Members of the public could observe the work session **LIVE** on **Zoom Webinar** or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming.

ROLL CALL: COUNCIL PRESENT ATTENDED BY ZOOM WEBINAR: Donna Gustafson; Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Malynda Wenzl, Council President; and Mayor Peter Truax.

STAFF PRESENT ATTENDED BY ZOOM WEBINAR: Jesse VanderZanden, City Manager; Paul Downey, Assistant City Manager/Finance Director; and Anna Ruggles, City Recorder.

2. WORK SESSION: BOARDS, COMMITTEES, AND COMMISSIONS (B/C) ANNUAL RECRUITMENT INTERVIEW PROCESS

Ruggles and VanderZanden facilitated the work session, noting the purpose of the work session was to seek Council input in an effort to improve the Boards/Commissions (B/C) annual recruitment interview process, noting pursuant to City Council Rules, §14, the City shall solicit boards and commissions (B/C) applications. VanderZanden recapped the staff report, noting the B/C recruitment period is currently open to new applicants as well as applicants seeking reappointment. The B/C recruitment announcement was published on social media, utility insert and website starting in the month of August. The B/C application is available online in multiple languages, including Spanish. The B/C applications are accepted year around and remain active for one year from the date of submittal. All interviews are conducted annually after open recruitment period ends for the year. All applicants must attend an interview in order to be eligible for reappointment and appointment. In the past, Council has interviewed all new applicants as a whole and has conducted re-applicant interviews as a whole, split into two Council Subcommittee Panels and/or waived re-applicant interviews due to agenda time limitations. Should the Council decide to interview all re-applicants and new applicants it could take upwards of 8 hours of work session to conduct all interviews. In conclusion of the above-noted staff report,

VanderZanden posed a variety of discussion points as outlined in the staff report, noting Council asked staff to consider making improvements to the B/C annual recruitment interview process in an effort to improve efficiency and allow for effective Council deliberations.

Discussion:

Mayor Truax opened the floor and roundtable discussion ensued. The Council shared their experiences with the B/C annual recruitment interview process and the pros and cons of striving to interview all re-applicants and new applicants. In conclusion of the above-noted discussion, Council collectively concurred with the following recommendations:

- Create two Council Subcommittee Panels made up of three Councilors to interview all new applicants and re-applicants preferably by B/C types and Council Liaisons.
- Schedule Council Subcommittee work sessions during one or possibly two consecutive week nights, i.e., 2 to 3 hours each.
- Allot 15-minute interviews for new applicants and 10-minute interviews for re-applicants.
- Council Subcommittee Panels will submit their B/C appointment recommendations to the full Council for formal approval.

In addition, VanderZanden advised once staff has determined the number of new applicants and re-applicants, staff will poll each Councilor to schedule the Council Subcommittee work sessions for the purposes of conducting the B/C new applicant and re-applicant interviews.

Council took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 5:54 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder